



Code: 9163
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: POLICE OFFICER (ASSIGNED AS LATENT PRINT EXAMINER)

CHARACTERISTICS OF THE CLASS

Under general supervision, evaluates and identifies latent impressions that come from unknown portions of the finger and palm, evaluate evidence, perform latent photography, prepare and run impressions through the Automated Fingerprint Identification System (AFIS), and examine and compare latent lift against possible suspects. In addition, will testify in court as an expert witness and perform other duties as assigned

Positions assigned to this classification must maintain other requirements, knowledge, skills, and abilities for successful performance in the Police Officer class.

ESSENTIAL DUTIES

- Evaluates latent impressions to determine if the impressions are suitable for comparison and/or suitable for entry into the AFIS system
- Compares unknown latent impressions to inked / live-scan fingerprints of known individuals in order to determine if there is a potential match between the known print and the unknown latent impressions
- Prepares latent-print evidence for entry into AFIS, ensure proper orientation of the unknown print prior to submission
- Enters latent-print evidence into AFIS and documents and records findings in eTrack
- Completes an eTrack latent report detailing the results of the completed examinations
- Receives latent, elimination, and case prints via eTrack. All evidence is received in an incoming manifest, which are only generated from CPD employees moving evidence from one location to another
- Testifies as an expert witness in a court by reviewing the prepared latent-print evidence and/or answering questions as required
- Stays abreast of innovations in the science and technology of fingerprints and palm prints and of crime scene and evidence processing

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Be a Police Officer below the rank of Sergeant, have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago;
- Bachelor's degree from an accredited college or university is preferred

Licensure, Certification, or Other Qualifications

- Must have a valid State of Illinois driver's license at the time of hire
- Must be a resident in the City of Chicago at the time of hire

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- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire
- Must pass all examinations mandated by State Law to receive certification as a Peace Officer
- Must pass the examination procedures for the specialist training in accident investigations
- Must maintain the ability to safely handle and use a Department approved firearm

WORKING CONDITIONS

- General office environment
- Assignment Duty hours may be any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computers)
- Various equipment related to latent print examiner such as AFIS/APIS software, Adobe photoshop, Latent Fingerprint Mapping Software, biometric ID tools, light boxes, ridge counter, magnifying glasses, lighted magnifying glasses, loupe

PHYSICAL REQUIREMENTS

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operating automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- Must pass all phases of the selection process, including a medical evaluation, drug screen, and physical performance test

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *The processes used in latent print examination, as well as the tools and how to use / apply

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them depending on the situation.

- *Analysis, comparison and identification of prints
- Processes used to lift prints from objects, snow, dirt, and other areas
- *Reporting and preparing evidence for use in court

Good knowledge of:

- *general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- *federal, state and municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- constitutional and other legal protections associated with investigative and interviewing processes
- evidence protection, recovery, and collection procedures and techniques
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- processing of persons under Department control, including handling of special populations
- *practices and procedures used in community policing
- *geographical locations in the City of Chicago
- *traffic operations and City's street address grid
- *ground traffic control management
- Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
- *ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
- *SERVICE ORIENTATION – Actively look for ways to help people

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- *FINE MOTOR SKILLS to work with sources in various conditions of quality, use of tools such as small ones to lift fingerprints

Abilities

- *COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- *PUBLIC SPEAKING - Make formal presentations before large or small audiences
- *SPEAKING – Communicate information and ideas in speaking so others will understand
- *ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- *COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- *WRITE – Communicate information and ideas in writing so others will understand.
- *MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- *RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- *REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- *MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems
- *DETAIL ORIENTATION – Accurately tracking and reviewing significant amount of data points, and accurate record processing

Other Work Requirements

- *ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- *ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- *COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- *CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- *SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
- *STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
- *PERSISTENCE – Persist in the face of obstacles on the job
- *DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- *INITIATIVE – Demonstrate willingness to take on job challenges
- *INTEGRITY – Be honest and avoid unethical behavior
- *ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace

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- *LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2020